

Special Meeting Notes
Community Involvement Advisory Council
Appoquinimink State Service Center
November 20, 2007

Present: Voting Members: Robert Frederick, Dr. Bethany Hall-Long, Dr. Jay Julis, Pamela Meitner, William Pelham, Donald Scholfield, Marvin Thomas, Harold Truxon (8 Voting Members Present / Quorum is 6 members / Quorum is confirmed.)

Present: Other Members/Presenters: Roger Roy, Michael Braun, Keith Lake, Brenda Gunter, James Brunswick, Vicki Ward

I. Review of Meeting Notes

Chairperson Bill Pelham welcomed the group to the Special meeting of the Community Involvement Advisory Council at 9:40.

The meeting minutes of the October 16, 2007 meeting were distributed and reviewed.

Pam Meitner moved to approve the minutes, Don Scholfield second the motion, all were in favor, the motion carried.

II. Community Environmental Project Fund Recommendations

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| • Urban Heat Island Mitigation | \$ 44,881 |
| • Asthma Action Partnership | \$ 57,700 |
| • Bear Babe Ruth, Inc. | \$150,000 |
| • Central Delaware Habitat for Humanity
Relocation and Building Acquisition | \$100,000 |
| • Central Delaware Habitat for Humanity ReStore | \$ 42,416 |
| • Vanpool Initiative | \$ 25,880 |
| • Employee Free Bike Distribution Program | \$ 7,500 |
| • Ozone Action Transit Partners Program | \$ 17,780 |
| • Delaware On-Site (Septic) System Technician Training | \$ 51,840 |
| • Green Energy, Green Savings | \$ 71,080 |
| • North St. Georges Community Park – Phase I | \$ 10,000 |

Moving to the Project Fund Recommendations, presenters present today are:
Roger Roy here for the Vanpool Initiative, the Employee Free Bike Distribution Program, and the Ozone Action Transit Partners Program
Keith Lake here for the Green Energy, Green Savings request, and
Michael Braun for the Central Delaware Habitat for Humanity (CDHFH) Relocation and Building Acquisition and the Central Delaware Habitat for Humanity (CDHFH) ReStore requests.

It was noted by the committee that this is the first time an organization, the Transportation Management Association, has submitted three applications at one time.

Mr. Roger Roy presented.

Vanpool Initiative: The objective of the Vanpool program initiative is to get more vanpools on the road. The State currently has 40 vanpools on the road now, with 6 vanpools for the National Guard. The initial start up is the hardest. Astra Zeneca has several from the vanpools from New Jersey. Astra Zeneca subsidizes the empty seats while the start up is underway, as participation grows, subsidized seats are dropped one each month. TMA proposes to use the grant to subsidize MPCs, vanpool now from Baltimore to Amazon.com.

Bill questioned the breakdown of the money request of \$25,880. Mr. Roy indicated it would be for 6 months to a year of subsidy. After that it is hoped the vanpool is self sufficient.

Marvin questioned where people would be commuting to and from. The council was informed it would be for people working on 273 at Amazon. The idea is to reduce the traffic. Most are low paid workers, Amazon is a warehouse. Amazon provides very little support for the vanpool.

Pam questioned the function of the program manager and was informed they set up the program, market, follow through and make people aware that the program is available. The driver is one of the vanpool members, is provided an incentive and is responsible for the maintenance on the van.

Mr. Truxon questioned the availability in Sussex County. Mr. Roy advised that there are state vans in place in Sussex County, they are self insured, but it was the Transportation Management Association that initialized the state program.

Pam questioned what the van contracts represent and how many seats were involved. This depends on the distance, on a daily basis vanpools are 50 miles each way, 100 miles. The cost is \$90 per month for about 100 miles a day. The state program is cheaper due to subsidy from the state.

James noted the TMA application request was for start up costs for 7 vanpools and asked if the companies had been identified. Mr. Roy replied they had been looking at Bank of America who previously had several vanpools but fell apart. Since the downsizing at Bank of America has stopped, this is a likely target.

James also questioned the sustainability of the program and the track record. He was informed that few fall apart, the Bank of America pool was due to the downsizing so that pool fell apart. Overall Mr. Roy stated that once started, the program was successful.

James noted that the Transportation Management Association has three separate funding requests, asking Mr. Roy if he had a preference for one of the three. Mr. Roy stated his order of preference would be the Employee Free Bike Distribution Program, the Ozone Action Transit Partners Program and finally the Vanpool Initiative. The vanpools are more work; the others are ongoing programs that have grown beyond funding.

Employee Free Bike Distribution Program: Mr. Roy stated this program deals with the foreign students that come to Sussex County. As a foreign student, they are here for summer jobs, their transportation is to walk, bike and transit. This is a good safe bike program; the bikes are obtained from the University of Delaware and Rehoboth, Bikes are abandoned, we pick up 40-50 bikes, working with the Newark Police. We also pick up bikes after the foreign students leave. Participants in the program are asked to return the bikes to churches. We make sure the bikes are safe with headlights and taillights. The bikes are stored at the Biden Center in a bunker over the winter months. We also take the bikes to bike shops, buy locks at Wal-Mart for \$1 a lock and hand the out at safety checks. Last summer, we had the least number of accidents, no deaths. Mr. Roy stressed these are safe bikes.

Mr. Roy is the Executive Director of the Transportation Management Association. The objective of the Transportation Management Association is to reduce the number of cars on the road. Normally they work with employers.

Ozone Action Transit Partners Program:

Second most important of the three proposals, the Ozone Action Partners program mails free DART passes that are used in the summer time on ozone action days to reduce ozone. DelDot can give out passes, but they need funds. Pass distribution is well over 100,000 passes now. Regular riders have monthly passes and are still able to use the program.

Bill questioned the use of \$17,780 total expenses. Mr. Roy informed it goes to operating the program, the time, going to sites, and responding to requests. The program runs from May 1 to September 30, the ozone season, to address ozone.

Pam questioned why the trips taken exceeded the number of pass distribution. Mr. Roy explained this was due to transfers; the pass is a daily pass, good for all day.

Mr. Roy informed this is a statewide program, working through employers as the distribution network. The program is ranked on safety, the most effective program to reduce ozone in the state in existence since 1998 and chartered in 1990.

Bill – do we want to take all proposals first? Then discuss and vote?

Habitat for Humanity is here they have two proposals.

Mr. Michael Braun, President of Central Delaware Habitat for Humanity presenting: **Central Delaware Habitat for Humanity ReStore.** Central DE Habitat for Humanity is the smallest of the three counties and is an all volunteer affiliate. I am the volunteer Restore manager. One of the funding requests is for the first year salaries for the ReStore. There are 500 ReStores in the United States and Canada; we are small and looking for expansion. We have settled on the Restore to generate money and provide us with a means of growth. We were a virtual site; if we start with a ReStore it gives us a physical location. Our affiliation built 1 house a year, at approximately \$50,000, no land included, this is a good project. With a ReStore, many people contact us for donated material, we are careful of building code considerations, we do not do renovations, we buy the ground, then build. To take donated materials was a challenge. But to take and sell materials to generate cash, it can be used for construction. We opened July 14th, gave financial numbers, we have a favorable lease with Downtown Dover Development organization (DDD) of a complex of 4 or 5 old Chesapeake Supply buildings. It is terribly run down, we must dump buckets after rain, and the building is too small but a good start. The concept has proved itself. We did not want the ReStore to impact the ability to build homes, and we are still exceeding expectations. Our request is for a store manager, clerk, and driver, which is a one time deal. We are currently at the point where we are able to absorb, but costs such as heat, require funds. Long term goal is to buy this property or another property. We have 3,000 feet but need 10,000, which makes getting sales up difficult. Self sufficiency is the key; we are and intend to be. Restore goal is to generate positive cash flow, 50,000 in a year or two. We are on track with a run down garage, but we are building a customer base. If funded it will allow us to hire employees, rather than for us to do incrementally, we can hire immediately. We are looking for the boost to get to 10-12,000 per month.

Bill questioned where the ReStore was located. Mr. Braun replied the location is 238 Railroad Avenue, on the west side of the railroad tracks. Habitat is a destination. Bill asked if there were \$100,000 profit down the line. Mr. Braun noted any excess goes to building houses. Working with volunteers is a challenge, to do what you need to have done, when you need it done. We want to build 10-20 houses a year. The money comes back into the affiliate to fund.

Bill asked for an explanation of affiliate. Each store is an independent, associated with the international organization. So Kent County is independent of Sussex and New Castle Counties.

Pam asked how materials were received and what was done with junk. Mr. Braun noted this was sometimes a challenge, materials must be screened, perhaps turned down; a sign is posted for no dumping. Some items for instance used skylights, may have to go to the landfill. We are taking 90% and able to recycle, and diverting materials from the landfill. Marvin asked if a profit was envisioned. Mr. Braun answered, yes and no. It takes \$50,000 to build a house, that's what we sell to partner families, 50% of area median income, demonstrated ability to pay bills, build and sell at \$50,000. Loan to partner family, they pay us back, then that is recycling into building the next home. We don't have profit, we have principle payments back but they are used to build the next homes. We are accounting separately for the ReStore and the affiliate. We started the restore w/ \$5,000, no operating expenses, no rent, no employees, we are generating income.

Bill asked Mr. Brawn if he was proposing the **Central Delaware Habitat for Humanity Relocation and Building Acquisition** separately.

Mr. Braun replied that he had forgotten about submitting 2 applications, and realized the committee does not like to pay for employees. The proposal today is for the ReStore. Because it has a significant, community benefit for diverting from the landfill. For the Acquisition request we have a 2 year lease on the existing facility. It is too small; we need 10,000 square feet and have 3000 square feet. We have approached the city to buy the property; it is contaminated, started with the Environmental Engineer and the Environmental Attorney. We are working the Delaware Technical and Community College's Architectural club who have designed a new facility on the grounds. We will take the package to the city and make the proposal. The capital campaign fund has not yet started. The City has a better use of the property, but I think I can convince them we need it. This is for a good faith down payment for ground. My focus is we want to be the owners, so we can fix the occupancy costs. Attractive rents can become unattractive. We need to expand or relocate. City will redevelop without or buy another property. Regarding the truck and forklift, one truck was donated; we bought another and scraped the two together. It meets our needs, a new truck would be great, but a store manager would be better.

Pam asked, how did you hit \$100,000? The lad costs were estimated but we are a year away from knowing the bottom line. Bill questioned the wisdom of postponing to spring time? The focus is to get employees to grow sales, create a better track record, and look more bankable. We have 4 months in but there is lots of room for improvement. James noted that New Castle County Habitat gave reports of the number of tons of material diverted from the landfill, would you be able to provide the same? Yes, this is one of the concepts from seminars. We can track sales by category, formula used X amount of paint = X amount of pounds to landfill.

Mr. Keith Lake accompanied by Brenda Gunter presenting:
Green Energy, Green Savings

This program has 6 partnerships which encompass Catholic Charities House, UHELP, the Homeless Planning Council, ACORN, State Department of Energy, and the State Weatherization Program under HSS. The other player is the University of Delaware Center for Environmental Policy overseeing the project, conducting analysis of the project effectiveness.

We are proposing to address global warming and environmental improvement through community empowerment. There is a statewide situation of 30,000 people behind in utility bills, information provide by the Public Advocate office. Many people come into the Peoples Settlement Association for assistance. We do not have resources, social services does not have resources. We have devised an educational program, to educate our clients on conservation to reduce the rolls of people that are currently behind in their utility bills. We provide counseling for 1,700 people a year.

The proposal is for 4 or 5 meetings along with the partnerships with groups of people to work with the weatherization program. The Weatherization program will provide weatherization services for 25 – 40 households beginning within the next few weeks. Out of 25-40, half will need a HVAC (a new heater). Heat only, air conditioning is not included.

Jay - Who is Weatherization? MR. Lake replied, Weatherization is run out of the state Community Services Department.

We have identified 40 houses in the 19801 zip code, the east side of Wilmington and Rt. 9, part of New Castle. We have them then come in for educational workshops to instruct them on how to conserve within their homes, by reducing kilowatt usage. The pilot is over 18 months. We need 1 year to study each household. We will be able to measure reduction in Carbon dioxide output. After 18 months we plan to receive additional funding to expand statewide. The program is also designed to meet manufactured or mobile homes standards. It is tailored to move throughout the state. We are also looking at EPA, Federal DOE and new SEU, similar to U-Help with the tobacco settlement.

Bill questioned the project budget worksheet and the changes. Mr. Lake replied that in the original proposal we said 100 households, now we are working with 25 to 40 households. The original budget estimate was for \$75 for the home audit. It has changed, we are contracting out with an auditing company, Energy Services Group (ESG) for \$705 per audit, per house.

Because of the 25, with 705 and ESG, now additional funding is for weatherization. With the home audit, they go through the home for 3-4 hours; insulation is done on the spot, also looking at windows, doors and heating system.

Pam verified that for \$705, they come in for a few hours, identify insulating and install. Does that include installation of doors and windows? No Possibly new doors and new windows. Per the finding from ESG is what weatherization will pay for over and above the \$705.

The other issue of salary, this is for the Program Manager for coordination of all these people, to make sure households meet the guidelines, and to assure t they qualify to get the audit done. After the audit, we will assign a contractor to do the work. This is a large coordination effort between agencies. We propose \$18,000 for CEEP. Dr. John Byrne is part of this project. He is a Noble Peace prize winner, advising the project, but needs a graduate assistant to be hands on. Jay noted that the University has a 40% overhead cost. The Research assistant is \$9,500.

Keith Lake– For the pre and post test evaluations, we are working with a home audit software, NEEP 7.0 National energy standard software. There are software problems with the integration between the participants not with the software itself.

James asked with 40 households and 6 workshops, is that realistic to expect that much participation? Mr. Lake noted it was mandated, it is a critical point to get the education out, to affect the utility bills bottom line and conserve energy within the households.

The DVD is for educational information, a video to share and show the way to conserve. Pam asked if low income homes have DVD players? Jay mentioned DVDs can be purchased at Wal-Mart for \$30.00. It was questioned if there were any pre-made green energy DVD? Mr. Lake replied yes, but the information was scattered, we want to tailor the information starting with how to read your bill and how to look at kilowatt hours.

Some of money for DVD will be to pay Comcast to shoot, edit, .produce. We have produced DVDs in the past and able to produce them economically. We have done some on asthma, runs about 5 min. This will be no more than 10 min, but hit major points.

We will hold an annual conference on energy savings at the Doubletree in Wilmington. If we offer a conference, others (service providers) will come in free of charge to do workshops and seminars.

The \$2,000 for incentives represent \$50 per household. Residents must complete all sessions to get the incentive. Examples of incentives would be: DVD player, Wal-Mart Card, Restaurant Card, Gift Card.

James asked if this was \$2,000 for the same weatherization houses. Mr. Lake replied yes, this is for conservation of 1 year, pulls them out for about 18 months.

James announced the CEPF fund as of October 11th was \$559,731.36 and as of November 15th the fund has \$581,611.20 funds available. Jay mentioned we are receiving interest on these funds.

Bill suggested moving to the vote on the projects bulleted which the subcommittee has reviewed.

Jay agreed and suggested the first vote be on the set of projects discussed at the October 16, 2008 meeting.

Urban Heat Island Mitigation, Asthma Action Partnership, Bear Babe Ruth, Inc.
The first 3 named above were strongly recommended at their presentation on the October 16th meeting with all yeses. Bill requested a motion from the council. **Jay moved and bob second the funding be approved.**

Discussion on Urban Heat Island Mitigation:

Pam questioned if the earlier project granted to the Delaware Center for Horticulture was complete. James replied this was addressed verbally at the last meeting and is in the minutes. Jay noted documentation was to be sent. Bob, LaVadia, Bill and Jay were satisfied. James questioned if an interim report was desired, the project was moving along. Pam questioned when the final report was due for the last grant to which James replied the project still has another year.

Pam noted that if an organization has problems moving forward with things being delayed, it is difficult to give more money if the last project is not complete. Jay replied that that an answer was provided. It was noted that the work was done but the final report was not written.

Bethany noted that we are advising; we just make a recommendation with a sideline comment that the Secretary would make sure reports are in place. We are advisory in nature; the Secretary could look at this with funding recommend with a contingency for a report.

The Southbridge project was briefly discussed noting issues of tree maintenance and sidewalk breakup. Southbridge project moved to another location near a church parking lot, not everyone wanted trees and the project did not move at the speed anticipated. Pam was concerned that when projects run into problems, more money is awarded.

James advised on the Southbridge project we ask Susan Love how they will spend the \$17,000. She will come to the December meeting. This however is a different project, the Southbridge Civic Association made the Urban Forestry application. This project will be on East 16th Street, and the Delaware Center for Horticulture will plant the trees.

Bill said on page 7 of the October minutes LaVadia was in favor and approved the Urban Heat Island Mitigation project. So support the program, but add the comment regarding submission of report. James asked if the council wanted an interim report. It was agreed to fund with a note added as a caveat.

With no other discussion, the **Urban Heat Island Mitigation, Asthma Action Partnership, Bear Babe Ruth, Inc. projects were all unanimously approved.**

Bill suggested the **Central Delaware Habitat for Humanity Relocation and Building Acquisition** be postponed. All council members agreed.

Central Delaware Habitat for Humanity Restore Project; Bob made a motion to approve which was second by Don.

Discussion:

Pam questioned if we had money in Kent County, which James indicated no. Bob commended the great presentation. Pam commented this is for employee salaries. Bill stated that \$58,000 was awarded to New Castle, and the conservation idea is good diverting material from the dump plus it helps the low income. It's a win, win situation. Jay also liked the ReStore idea. Bill called for the vote. **All were in favor of the Central Delaware Habitat for Humanity Restore Project, the motion carried.**

Employee Free Bike Distribution Program, Ozone Action Transit Partners Program and Vanpool Initiative Pam motioned for the Bike Distribution Program be approved, the motion was second by Jay. **All being in favor the Employee Free Bike Distribution Program was approved.**

Bob motioned for the **Ozone Action Transit Partners Program** be approved, the motion was second by Pam. Discussion: Pam noted that there are a limited number of things that can be done as a nonprofit; Delaware has a major problem with ozone. This was well organized and set up. Bob felt the explanation of the seasonal pass was very logical. Jay agreed it was a good summer program during Ozone season. James pointed out this would create a precedent of funding one organization several times during one cycle.

Bethany stated this has never happened before. Jay said he had no problem with funding; it was a well organized request. Bethany agreed the overall number is good. Pam mentioned there is already some program startup and they have a track record. Bill had not objection of more than one proposal. **All were in favor of the motion to fund the Ozone Action Transit partners Program, the motion carried.**

Vanpool Initiative: Bob motioned to approve, Bethany second the motion. Discussion: Jay indicated he did not like this proposal. I don't like funding for other companies, to get people from Baltimore, for \$10- \$11 jobs. They should be able to recruit from Wilmington. Pam also had concern that we are supporting out of state activities. Bethany asked for clarification on the out of state transportation use which was verified by the group as part of the presentation today from Mr. Roy as the target

group was from Baltimore, Maryland to Amazon.com. **All voted in favor of denying the motion to fund the Vanpool Initiative. The motion was not approved.**

Delaware On Site (Septic) System Technician Training

Harold moved to approve, Marvin second the motion. Discussion:

Jay advised this was the training of the septic system inspectors. Pam asked if we had heard back? James informed that he had asked Jim Cassidy to work with Jerry with the DTCC question on the quid pro quo. Try to work out a compromise, but we have not yet heard back. Members did not like funding a program at a school for free.

Jay said we should ask to postpone until December or until we hear back.

Bill and Harold were in agreement. **Motion to postpone the Delaware On Site (Septic) system Technician Training to December was approved by all.**

Green Energy, Green Savings

Pam moved to approve, Bob second the motion.

Discussion: There were concerns about the project starting with 100 homes, then down to 10 with the insulation. A lot of money is going to advertising, DVD, TV things that may or may not make an impact. A big chunk goes to fund administration.

Bob questioned the \$50 incentive program, and the 18 months requirement for meetings, Will people come?

Bill commented many low income people don't realize how they can save money.

Education is right for them, to help them understand their bill. The energy audits are done professionally. They come in with a fan and suck the air out and bring air in through cracks from window frames, using a camera, to identify where the building is leaking.

Pam also mentioned 10 houses, only 10 get the \$700 audit, then the 25-40 houses receive weatherization. Jay mentioned that the Weatherization people do the audit. Marvin noted that the in-kind commitment of weatherization coming from the state.

Harold questioned if this is just for homeowners or low income people. Marvin advised the owner/rental ratio in Southbridge was 60/40 with 60% homeowners and 40% renters. He also noted with all the partners mentioned, Delmarva Power was not one of them and they should be a significant partner. Bob agreed, the power company should help with the DVD. Marvin also felt the cost of the DVD could be reduced. Bill noted the cost for hotel rental could hardly be covered but that the proposal was good at the heart. Marvin suggested we add Delmarva Power to make the project more solid.

Bethany excused herself stating the Center for Energy is part of CEEP, so she could not vote on this conflict. **Bill made a call for the vote, all were in favor with one (Pam) opposed. The motion was amended to approve with the caveat of Delmarva Power to become part of the partnership.**

North St. Georges Community Park – Phase I

Jay move to approve the North St. Georges Community Park – Phase I, Bethany seconded the motion. Discussion:

There was some concern raised about this being phase 1, seed money. However, the project request was reasonable for the amount of \$10,000. It was also noted that this project is in a highly impacted area near Valero.

Bill called for the question. All in favor the ayes carried. **The North St. Georges Community Park Phase I Project was approved.**

III. Adjournment

Motion to adjourn, all were in favor. The meeting adjourned.